

BONANZA/QUICK SHOT BINGO

PURPOSE: This operational guide is to help all Air Force club management personnel in operating and controlling Bonanza /Quick Shot bingo programs.

SCOPE: This guide applies to all club personnel affiliated with the bingo program.

GENERAL: Bonanza/Quick Shot bingo is a quick and fun way to generate club revenues. With the correct marketing and controls in place, bingo can be enjoyable for the member and profitable for the club.

CONTROLS:

1. Only club members and eligible guests can play and receive cash payouts.
1. Have a witness present to observe the drawing of the numbers.
2. The numbers are typed or computer generated on the Bonanza /Quick Shot bingo form, along with the day of the week and the date of the month.
3. Bonanza /Quick Shot bingo cards must be pre-numbered. The head cashier or club manager controls and issues the Bonanza /Quick Shot bingo cards as accountable forms.
 - a. They are issued by serial number to the employees who sell them.
 - b. Record the serial numbers of the Bonanza /Quick Shot bingo cards issued on the AF Form 1875 or computerized equivalent form.
4. Winning cards must be signed and dated by the winner and voided by the cashier making the cash payment to the winner.
5. Winners of individual prizes less than \$1,200 may be paid out of the cashier's receipts with written approval from the RMFC, see AFMAN 34-212 (will convert to AFMAN 34-412).
 - a. Follow the procedures in AFM 34-228, paragraph 6.1.3 for winners of cash prizes of \$1,200 or more.
6. At the end of the shift, attach the winning cards to the AF Form 1875 as back up for the payments to winners.
7. Turn-in all unused Bonanza /Quick Shot bingo forms with the AF Form 1875 or computerized equivalent form.
 - a. The cashier is accountable for any missing numbers.

- b. Control cash according to AFMAN 34-212 (will convert to AFMAN 34-412).

EMPLOYEE INCENTIVES: Sales always increase when employees promote and become involved with your club programs. The following is an example of developing a win-win club-employee-working environment.

1. All employees involved with the selling of Bonanza /Quick Shot bingo cards are eligible for cash incentives.
2. Cash awards can be based on the number of cards sold by each employee for the month.
3. The cash award may be .05 cents (example) per bingo card sold, if a predetermined number of cards are sold.
 - a. Example: Employee sold 2,000 bingo cards during the month, the cash award would be 2,000 cards X .05=\$100.00 dollars.
4. The cash award will be posted on the first check of the following month.

SUMMARY: Recommend that an Operating Instruction (O.I.) be developed for the operation and control of Bonanza/Quick Shot bingo program or include guidance for operating the program in your regular bingo O.I.